

**Weathersfield Proctor Library Trustees Meeting Minutes**

**Thursday, July 16, 2020 at 7:00 PM**

**5181 Rte. 5 Ascutney, VT**

**Approved: September 17, 2020**

Attendance Trustees: Chair-Mavis Shand, Vice Chair-Cindy Osgood,  
Secretary-Anne Parent, Rick Bates, Rika Henderson,  
Library Director (LD)-Mark Richardson

1. Call Trustee Meeting to Order-7:04 p.m
2. Consent Calendar - *The consent calendar consists of items that are considered to be routine in nature and will be enacted in the form of one motion. Any item can be removed from the consent calendar and heard in its regular order at the request of any Library Trustee or Citizen.*
  - a. Rika made a motion to approve the WPL minutes dated 06/18/2020 and Anne seconded. All voted in favor.
  - b. Rick made a motion to approve WPL expenditures dated July 16, 2020. Cindy seconded and all voted in favor. Payroll: \$3,705.25 (Check dates 06/25/2020, 07/02/2020, 07/09/2020, 07/16/2020); Operational: \$662.71 (Check dates 06/29/2020, 07/16/2020)
3. Comments from Citizens on Topics not on the Agenda - None
4. Library Director's Report: LD Mark reported that Judy celebrated both her 5th anniversary with the library- the Trustees are very appreciative of all Judy does for the library! LD Mark and library staff are taking advantage of this time to do some deep cleaning and are following employee health screening protocols. Library attendance seems to be where it was before the pandemic. Library has now been open for about 2 months and the community has shown great support for the library's mask requirement.

**NEW BUSINESS**

- a. Preservation Trust Meeting: Mavis reported that she reached out to the Preservation Trust of Vermont. They work to preserve the aesthetic of Vermont buildings. LD Mark & Mavis met with a representative on Wednesday, July 15.

The representative will visit the library on July 29th to look at the attic. They have worked with libraries and have architects on staff and have some financing options for design work. They will assess the building and provide us with the information that will likely be helpful in any grant writing/applications. The Town Manager has been looped in and will be present for the July 29th visit.

- i. Rick made a motion to approve the expenditure of up to \$1,500 from the endowment fund for the Preservation Trust of Vermont to conduct an assessment of the building in support of the attic renovation. Rika seconded and all voted in favor.
- b. Account Updates: Endowment ~\$50,577.78, Katherine Chapman Fund~\$5,769.50 (Books only and \$800 must remain in the fund).
- c. Outside Seating: Additional outdoor seating will tie into the existing technology plan/accessibility. LD Mark relayed the interest in getting concrete (or something similar) benches, etc. It will be key to not have to store anything large in the winter. Additional ideas are picnic tables, Adirondack Chairs, circular tables etc. Additional seating would need to be on the side or front. Consideration should be given to sun and shade. Trustees to continue brainstorming and potentially find a local craftsman/vendor and tying into the garden. Rick to do some research and report findings to LD Mark.
- d. Air handling systems: LD Mark relayed that in considering the attic renovation and the two old rooms downstairs it will be wise to consider expanded air handling/circulation. Heat pumps seem to be a strong option since we have wiring set up and hopefully easy to work into any grant opportunities for the attic expansion.

#### OLD BUSINESS

- a. Attic renovation: LD Mark & Mavis will report out after the July 29th meeting with Preservation Trust of Vermont
- b. End of Year Fiscal Review: LD Mark reported that we have come in under budget (estimate of about 3% under.) He would like to do further analysis on electrical and furnace expenses in the next 4 or 5 months to inform the attic expansion & budgeting.

- c. Financials: LD Mark reported that he is putting together an updated spreadsheet for the new year. He has called to have the hot water heater fixed and informed the Trustees that he will fund the expense from the operating account vs the endowment account.
5. Adjourn: Rick made a motion to adjourn at 7:59 pm and Anne seconded. All voted in favor.

Submitted by Anne Parent WPL  
Board of Trustees Secretary  
July 16, 2020